

STUDENT PARKING AND DRIVING REGULATIONS

Due to concerns surrounding COVID19, the Parking Services Office is closed to in-person traffic. Parking services are offered online or via phone. Parking regulations, requirements and restrictions remain in effect. If you need assistance or have parking questions, please call 517-355-8440, Monday - Friday, 730am-400pm (excluding University holidays or if deemed otherwise). Or, visit police.msu.edu, Parking Services.

Provisions of the Michigan Motor Vehicle Code and the MSU Ordinances are in effect at all times. MSU Ordinances may be viewed at <https://trustees.msu.edu/bylaws-ordinances-policies/ordinances/index.html>.

All vehicles, including motorcycles, mopeds/scooters and bicycle, operated or parked on MSU property by students must be registered with MSU Parking Services. Failure to do so may result in parking violations and vehicle impoundment. *Revenue from the parking system is used to support, maintain and improve campus parking facilities and improve traffic safety.*

For campus busing information, visit the Capital Area Transportation Authority (CATA) website at www.cata.org or contact them at 2-2282 (on-campus) or 394-1000 (off-campus).

A. Those affected

1. **All students are affected by the Parking and Driving Regulations.** Students who are eligible to operate or park a vehicle on campus (including Spartan Village, University Village and 1855 Place Apartments) must register the vehicle with the Michigan State University Police Department via MSU Parking Services by purchasing and properly displaying the MSU parking permit issued to them. The MSU Police Department reserves the right to limit the number of vehicles that may be registered. Those ineligible to have a vehicle on campus may seek an exception via application. Granting of parking privileges is subject to approval. A printable Special Parking Request application and instructions may be found at police.msu.edu under Parking Services, Special Parking Requests.

A student whose parent is a University employee and operating a vehicle bearing an employee permit must register the vehicle as a student and comply with the provisions of this regulation.

2. **Any resident of a residence hall or University apartment, whether an MSU student or not, must register their vehicles with MSU Parking Services, must properly display the MSU parking permit issued to them, and must comply with the provisions of this regulation.**

B. Eligibility for a Parking Permit

1. **Bicycle:**

All MSU students are eligible to register a bicycle.

2. **Moped/Scooter:**

All MSU students are eligible to register a moped/scooter (100cc or fewer).

3. **Motor vehicle (e.g. car, truck, SUV, motorcycle):**

All MSU students who reside off-campus or in Spartan Village are eligible to register a motor vehicle. Students residing in a residence hall, 1855 Place Apartments or University Village Apartments must have at least 28 credits already earned and finalized with MSU prior to entering the semester to be eligible to register a motor vehicle.

4. Those ineligible to register a vehicle on campus may seek an exception via application. Granting of parking privileges is subject to approval. A printable Special Parking Request application and instructions may be found at police.msu.edu under Parking Services, Special Parking Requests.

C. Affected hours

1. The Regulation is in effect from 4 AM the first day of classes through 6 PM the last day of final examinations for each semester (including summer sessions). Between semesters and summer sessions, students may drive and park vehicles as a visitor in addition to the privileges granted by the regulation.
2. During affected hours, a student shall not park, possess or operate a vehicle on MSU property without first registering the vehicle and properly displaying the permit. Vehicles registered with the MSU Police Department may be operated as described in Section G of this regulation.

D. Definitions:

1. **Motor Vehicle:** All motor-driven vehicles such as automobiles, trucks, motorcycles, mopeds, scooters and motorized bikes.
2. **Permit holder:** Person whom Parking Services deems eligible for the permit and to whom the permit has been issued by Parking Services.
3. **Proper display of permit:** The permit must be displayed as provided with the permit when parked on campus. Refer to F3.
4. **Return of permit:** Return of a permit may be required before a replacement is issued and to bypass applying for a replacement and assessed a replacement fee if granted. Refer to F6.

E. When and how to register:

Prior to bringing a vehicle onto campus, students must purchase a parking permit online at police.msu.edu. If a student cannot register online, they should contact Parking Services at 517-355-8440 for registration information. Please note that the permit must be current and properly displayed on the vehicle registered with MSU Parking Services before the parking privileges are considered valid.

F. Provisions

1. Under Michigan law, the person to whom a motor vehicle is registered is considered responsible for that vehicle's violations. For the purposes of this regulation, students who attend Michigan State University and register a vehicle are generally considered to be responsible for that vehicle's operation on campus.
2. A motor vehicle (e.g. car, truck, SUV, motorcycle, moped/scooters) registered under this regulation must properly display and maintain a current and valid license plate or registration decal as determined by the state in which it is issued.
3. MSU permits shall be displayed in accordance with the instructions provided with the permit and in the location described under 3a – 3c. A current permit, though properly displayed, is not valid unless all expired MSU parking permits are removed from the vehicle's windshield. Decals that have been laminated or taped to the windshield or tampered with in any way, are not valid.

- a. Motorcycles and Mopeds:
 - Affixed to windshield or rear fender.
- b. Bicycles:
 - Affixed to the frame's seat tube (in which the seat slides into), permit facing handlebars.
- c. All other vehicles:
 - With the exception of the Lot 89 hang tag permit that is to be hung from the rearview mirror when parked, all other permits are to be affixed to the interior, lower-left (driver's side) corner of the front windshield.
4. Permits are valid through the expiration date printed on the permit, unless specified otherwise.
5. **Changing residence:** Students possessing valid permits, who change their residence to an area in which another permit applies, must report this change of address to Parking Services immediately, return the current permit (see F6) and obtain the appropriate permit. A new permit fee and rate difference (depending on permit) may be assessed and required to obtain the new permit.
6. **Required return of permit(s):** Permits are issued to, and remain the responsibility of the permit holder. In addition, the permit is only for use on the vehicle the permit holder designates and registers with Parking Services at the time it is purchased. Parking fees remain the responsibility of the permit holder until the permit expires or after return of the permit has been confirmed by Parking Services. Permits are returned by the permit holder submitting three photos of the permit to Parking Services: (1) photo of the permit on the windshield including hood of the vehicle, (1) photo of the windshield including hood of vehicle with permit removed from windshield and (1) photo of the permit either cut up in 5-6 pieces, face up or the entire pile of permit if it comes off in pieces.
 - a. **Leaving the University requires the permit holder return all current MSU parking permits.** A prorated refund may be applicable with their return. Parking fees remain the responsibility of the permit holder until its return.
 - b. **Windshield replacement, moving to different residence and/or extended temporary/permanent use of another vehicle (e.g. recall of a vehicle, trading-in a vehicle, turning-in a lease vehicle, selling a vehicle) may require return of the current permit(s) in order for replacement permits to be issued and to park with the privileges. Refer to the following for permit return requirements in such instances:**
 1. Permits requiring return(refer to F6):
 - Lot 15, 24, 25, 65, 83 and 91 permits
 - Special parking permits (white paper permit)
 2. Permits not requiring return, but immediate notification to Parking Services for use on a different vehicle:
 - Graduate Assistant repositionable permit
 - COM/CHM/VMC doctoral medical student repositionable permit
 - Lot 89 repositionable hang tag
7. **To cancel a permit,** the permit holder must return the permit (see D2 & F6). Refund of the permit fee shall be prorated if applicable. Contact the Parking Office during business hours to obtain the refund schedule.

8. Replacement of a lost, unreturned or stolen parking permit may be made only after a written request has been submitted via email to Parking Services, reviewed and replacement granted. Additional information may be requested to support the request for replacement. A replacement fee for a lost or unreturned permit will be assessed should a new permit be approved. If replacement is being sought for a stolen permit, the permit holder must file a police report with the police agency of the jurisdiction in which it was stolen and submit the report number, officer's name who took the report and the police agency that it was filed with to Parking Services.

In the interim, a temporary permit may be issued while the request is being processed.

9. Requests for privileges not granted by this regulation are to be submitted via email to Parking Services. Instructions and application requirements are available online at police.msu.edu under Parking Services, Special Parking Requests. A time conflict between classes is not normally considered a valid reason for special privileges. Use of special privileges granted by Parking Services for reason other than applied for will result in their revocation. Obtaining special parking privileges requires that the vehicle first be registered with MSU Parking Services. There is a fee for both the registration permit and the special parking permit. BOTH permits must be properly displayed as indicated with the permit.
10. Students, including freshmen, transporting personal belongings in a motor vehicle during final examination periods or the week prior to the start of classes may park at paid metered parking at their residence hall to load or unload, unless signed or posted otherwise. The vehicle must then be moved off campus or parked in Lot 89 (located at the corner of Farm Lane and Mt. Hope Road). If the vehicle remains unregistered, it must be removed from MSU property before 4 AM of the first day of classes.
11. Students possessing valid permits may park at paid metered spaces (meters, pay-by-plate spaces) at their residence halls to load/unload or may use a signed loading zone for a maximum of 10 minutes as provided by University ordinance.
12. This Regulation shall not be in effect on the following University holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
13. The All University Traffic & Transportation Committee is an advisory to the Police Chief and Director of the Department of Police & Public Safety. The committee reviews and recommends solutions to campus parking, traffic and transportation issues.
14. All MSU parking permits, the privileges which they afford and the gated lot access privileges issued are non-transferable, remain the property of Michigan State University and are under the jurisdiction of MSU Parking Services. Privileges may be revoked if in violation of a regulation or ordinance.
15. All are subject to special events parking requirements and restrictions regardless of the permit held.
16. Gated lots are reserved and restricted as signed, regardless if the gate is raised.

G. Driving and parking controls for each type of permit

1. *Graduate Assistant Permit*: Issued to those graduate students who have been granted a graduate assistantship or a pre-doctoral fellowship of \$1000(+) semester (Parking Services confirmation via Fees & Scholarships is required before issuing). All other graduate students may purchase a Lot 89 or a University resident (residence hall or apartment) permit depending upon their place of residence and availability (see G3-G5).

- a. May drive on University streets.
 - b. Parking is valid in employee spaces SOUTH of the Red Cedar River, in mixed use lots 62W, 79, Ramp 3 & Ramp 5 and in employee & student spaces in Lot 65 (the Brody Complex). Lot requirements and restrictions apply as signed at the lot entrance. *Use of the MSU Spartan Card ID to raised gates in employee lots on north campus is allowed only to access loading zones for loading/unloading. A loading zone may be used for 10 minutes maximum as provided by University ordinance.*
 - c. All metered parking (meters and pay-by-plate spaces), require payment during the hours of operation as indicated on the meter screen, at the lot's pay station or via the MSU SPOTON app. Parking is not allowed 2am-6am at meters or in pay-by-plate lots unless indicated otherwise (e.g. Lot 83, 109 & 113 pay-by-plate spaces).
 - d. Graduate assistants residing off-campus may purchase a repositionable graduate assistant permit and when parked on campus must properly display the permit as instructed with the permit. Use is restricted to the vehicle(s) that have been designated and registered with Parking Services at the time the permit is purchased. If using a different vehicle temporarily or permanently, Parking Services must be contacted for assistance.
 - e. Graduate assistants residing in Spartan Village, University Village, Family Housing at 1855 Place Apartments or at a residence hall may purchase a graduate assistant permit and designate one vehicle for it to be used on. Exception to registering more than one vehicle may be initiated by contacting Parking Services. Application may be required and is subject to approval.
2. *Graduate Student Permits: (see # 3, #4 or #5 below, whichever applies).*
 3. *Commuter Permits (Lot 89):* Issued to students residing off-campus. The permit allows for parking in Lot 89 located at the corner of Farm Lane and Mt. Hope Road without an additional fee. Parking is permitted as signed at the lot entrance for commuters in Ramp 1 (Shaw Lane Ramp), Ramp 3 (visitor section of the Wharton Center Ramp), Ramp 5 (Trowbridge Road Ramp), Ramp 6 (Grand River Avenue Ramp), lots 39, 62, 63, 79 and 100. An additional parking fee is required for parking in all areas except Lot 89. Parking in Lots 39, 62, 63, 79, Ramp 1, Ramp 3, Ramp 5 and Ramp 6 is allowed only in metered (e.g. pay-by-plate) spaces. There is cash fee to park in Lot 100 when exiting. Parking is not allowed at meters, pay-by-plate spaces or pay lots from 2am-6am. *Note: All are subject to special event requirements and restrictions and an additional cash fee may be required at the lot entrance to park.*
 4. *Residence Hall Permits:* Issued to those students living in residence halls who have 28+ credits already finalized with MSU prior to entering the semester, who are enrolled for classes for the upcoming semester and residing in a residence hall listed for that permit. Corresponding lot numbers and locations listed below may be found at maps.msu.edu. Permits are not valid in spaces within the lots signed for specific use (e.g. lease spaces, University vehicle spaces) or at metered parking which require payment (e.g. meters, pay-by-plate spaces). Disability spaces require a valid disability placard or disability plate.

Parking is allowed as follows (all residential permits are subject to availability):

- a. **Lot 15** permits may be issued to residents of Armstrong, Bailey, Bryan, Butterfield, Campbell, Emmons, Gilchrist, Landon, Mayo, Rather, Williams, Yakeley Halls. Parking is permitted in Lot 15. In the event spaces are full, overflow parking is located in lot 89.

- b. **Lot 24** permits may be issued to residents of VanHoosen Hall. Parking is permitted in Lot 24 and in employee spaces within Ramp 1/Lot 51 north of the Chemistry Building [they are not valid at the metered spaces (e.g. pay-by-plate) or spaces signed otherwise]. In the event spaces are full, overflow parking is located in Lot 89.
 - c. **Lot 25/51** permits may be issued to residents of Owen and VanHoosen Halls. Parking is permitted in Lot 25 and in employee spaces within Ramp 1/Lot 51 north of the Chemistry Building [they are not valid at the metered spaces (e.g. pay-by-plate) or spaces signed otherwise]. In the event spaces are full, overflow parking is located in Lot 89.
 - d. **Lot 65** permits may be issued to residents of the Armstrong, Bailey, Bryan, Butterfield, Campbell, Emmons, Gilchrist, Landon, Mayo, Rather, Williams and Yakeley Halls. Parking is permitted on the north, south and west perimeter of Lot 65 except for metered spaces and those signed and reserved otherwise. In the event spaces are full, overflow parking is located in lot 89.
 - e. **Lot 83** permits may be issued to residents of Case, Holden, Wilson and Wonders Halls. Parking is permitted in Lot 83. In the event spaces are full, overflow parking is located in Lot 89.
 - f. **Lot 89** permits may be issued to those residents who are eligible for another permit but that permit is sold out or who opt for parking in Lot 89. Parking is permitted in Lot 89.
 - g. **Lot 91** permits may be issued to residents of Abbot, Akers, Holmes, Hubbard, Mason, McDonel, Owen, Phillips, Shaw, Snyder and VanHoosen Halls. Parking is permitted in Lot 91. In the event spaces are full, overflow parking is located in Lot 89.
5. **University Apartment Permits:** Residents may be issued a permit based on their residence in either Spartan Village, University Village or 1855 Place. A University Apartment resident may register one vehicle at the apartment (based on availability). Should there be more than one leasee in the apartment, the maximum number of vehicles allowed registered is one per leasee at the apartment and is based on parking availability determined by Parking Services.

Parking is permitted in the lot the permit is valid in, Lot 89 and at paid metered parking (meters and pay-by-plate spaces/lots) as described under G3 of this regulation, under Commuter Permits.

Refer to H1 & H2 regarding visitor parking.

6. **Mopeds (e.g. scooters)**, as defined by state law, must display a valid state-issued registration decal. What categorizes a moped may be found at https://www.michigan.gov/sos/0,4670,7-127-1627_8669_53329-212754--,00.html. Mopeds must be registered with Parking Services and properly display a current and valid MSU moped parking permit. They must be parked within a marked space within a designated moped parking location. To view these locations and additional moped information, go to <https://police.msu.edu/parking-services/moped-information/>.
7. **Bicycles:** *In compliance with MSU Ordinance 33.00, Bicyclists-Traffic*, when a bicycle is possessed, operated or left unattended on campus, it must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Lansing, City of East Lansing, Lansing Township and Meridian Township registrations (permits) are acceptable. Permits must be current, valid and adhered to the *stationary* frame post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Bicycle claims may be made between 8:00am—3:30PM, Monday – Friday, except University holidays or

if otherwise posted. Bicycle registration permits may be ordered at police.msu.edu (make, color and serial number must be included). Bicycle registration permits are complimentary.

H. Visitors

1. Visitors to Spartan Village or family housing of 1855 Place Apartments may secure a visitor parking permit from the resident host and place it in their vehicle as instructed with the permit. Users of the permit are subject to the restrictions printed thereon. This permit allows for the resident's guests to visit. Only one of these permits is issued per apartment. It is not replaced if lost, stolen or destroyed. This permit should be returned to the host prior to the guest leaving so it may be used by future guests. The permit remains the property of MSU. Any violation of the following conditions will result in the revocation of the permit and its use.
 - a. It is for use by the resident's visitor who is not a resident of the same University Apartment complex. It may not be used on a vehicle owned, in possession of or in care of a resident of that University Apartment complex. It may not be used by those attending classes or working. It may not be used for attending university events.
 - b. It must hang from rearview mirror, apartment & permit number facing front windshield and clearly visible when viewing from the hood of the vehicle.
 - c. The permit allows for parking at the location printed on the permit.
 - d. As long as you the resident is on a current lease at the corresponding apartment complex, the permit expires the date printed on the face of it. If the resident is no longer on the lease or moves before the permit expires, Parking Services must be contacted to advise the resident what must be done with the permit and how to relieve them from responsibility of it.

Additional guests? Spartan Village residents may purchase 24-hour visitor permits for additional guests and fall under the same conditions as described under 'H1a-d' of this regulation. Residents of family housing of 1855 Place may direct additional guests to park use pay-by-plate Lots 83, 83, 109 and 113 for 24/7 parking. Immediately after parking, entry of the vehicle's license plate and payment must be made at the pay station located at the lot using credit card, cash (\$1s or \$5s only) or the MSU SPOTON parking app. Change is not made at the pay station and there are no refunds for unused time that has been purchased. If the designated spaces are full within one of these lots, then the visitor must seek parking in the pay-by-plate spaces within one of the other lots. Lots 83, 89, 109 and 113 require payment 24/7. Lot 89 requires payment 7am-6pm, Monday - Friday. Additional visitor information may be found at <https://police.msu.edu/parking-services/visitor-parking/>.

2. Visitors to residence halls, 1855 Place Apartments (non-family housing) or University Village Apartments must use designated pay-by-plate spaces within Lots 83, 89, 109 and 113. Immediately after parking, entry of the vehicle's license plate and payment must be made at the pay station located at the lot using credit card, cash (\$1s or \$5s only) or the MSU SPOTON parking app. Change is not made at the pay station and there are no refunds for unused time that has been purchased. If the designated spaces are full within one of these lots, then the visitor must seek parking in the pay-by-plate spaces within one of the other lots. Lots 83, 109 and 113 require payment 24/7. Lot 89 requires payment 7am-

6pm, Monday - Friday. Additional visitor information may be found at <https://police.msu.edu/parking-services/visitor-parking/>.

I. Loaner permits

If a vehicle is being repaired and an alternate vehicle being driven, a loaner permit may be issued at no charge via MSU Parking Services during business hours (call for details). If the vehicle will be unavailable for more than three consecutive days, documentation from the repair shop stating an expected repair date is required to obtain a loaner permit for the extended time. Those with repositionable permits (refer to 'F6b2' of this regulation) need to contact Parking Services with the temporary vehicle's registration information and properly display the permit on that vehicle to park on campus with the privileges the permit affords.

J. Violations, penalties and fine payment procedures

A fine schedule is established by the MSU Board of Trustees. Fines appropriate to the violation may be found on the violation.

1. Fines collected for violation of the Student Parking and Driving Regulation are deposited into a special account and used to fund short-term student loans. The following is a list of all student regulation violations:
 - a. Failure to register vehicle or display a valid permit (vio. 151)
 - b. Loaning to/operation by ineligible student (vio. 152)
 - c. Unauthorized loaning or possession of a gate card (vio. 153)
 - d. Providing false information to the MSU Parking Office or reproducing, defacing, altering or transferring a permit (vio. 154)
 - e. Failure to properly affix a permit as instructed on the back of the permit (vio.158)

2. Fines collected for violation of the Michigan State University Parking Ordinances (go to <https://trustees.msu.edu/> for a list of ordinance violations) are deposited into a campus improvement account and are used for parking and safety improvements. The following are example ordinance violations:
 - a. Parking in expired metered spaces (e.g. meters, pay-by-plate spaces).
 - b. Parking in reserved areas.
 - c. Parking in disability parking spaces.
 - d. Parking in no parking zones
 - e. Obstructing traffic

3. All parking violations must be paid or appealed within seven (7) days from the date of issuance.
 - a. A fine may be paid:
 1. Via the Parking Services on-line payment system at police.msu.edu using your VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS or ACH.
 2. Via mail (check or money order made payable to Michigan State University)
 3. Via the drop box in the Police & Public Safety Building lobby – open 24 hours/7 day (check or money order made payable to Michigan State University)

b. Appeals may be *initiated* and submitted:

1. Online at police.msu.edu
2. In writing via mail

Ordinance violation appeals may bypass the methods of appeal above and be filed directly with 54-B District Court in East Lansing (517-351-7022 for details).

4. If a violation is not paid within seven (7) days after issuance, a late fee shall be added to the fine. In addition, if a violation is delinquent for ten (10) days, an administrative processing fee will be applied. The fine for a metered space violation is \$15.00. A metered space violation has an option to pay it at a reduced rate of \$10.00 if done so within 24 hours of it being issued. NOTE: If a metered space violation is appealed within 24 hours, it is done so at the metered space fine rate of \$15.00. Unpaid violations may result in them being forwarded to MSU Delinquent Receivables and 54-B District Court of East Lansing, where additional fees may be added, a hold placed with the Registrar's Office, a warrant issued for the registered owner's arrest and/or the vehicle impounded.
5. Accumulation of six (6) or more UNPAID ordinance parking violations may result in the impoundment of the vehicle which will not be released until the unpaid violations and any resulting fees (e.g. late fees, towing/impound fee, storage fees, state fee, abandoned vehicle fee) are cleared (cash or your credit card are only accepted as payment when towed for six or more unpaid violations) .

NOTE: In addition to fines and any resulting fees, additional charges may be incurred (e.g. late fees, towing/impound fees, abandoned vehicle fee).

K. Note:

1. Metered spaces at residence halls are in effect 6 am to midnight, seven (7) days a week. Parking at meters is prohibited between 2am-6am. Students may only use metered parking as described in F.11 of this Regulation.
2. Parking is not allowed 2am-6am on streets, adjacent bays, in loops, at meters and/or as indicated at the lot entrance. Lots are signed at their entrances with general requirements and restrictions.
3. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.

